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OFFICE OF THE DIRECTOR

Action Memorandum No. A-325Date 13 DEC 1963

TO : Director of Training

Via: Deputy Director (Support)

SUBJECT : Agency Guest Lecturers at U. S. Government Schools

REFERENCE:

1. I consider it most important that Agency officials who participate as guest lecturers at the various service schools and other government institutions arrange their schedules to allow them to meet and spend some time with Agency students who are participating in these courses.

2. I suggest that OTR, as coordinator for these speakers, make it a part of a formal check list that participating speakers are given the names and brief backgrounds of students in attendance, and that the speakers are told to arrange their schedules to include time to meet the Agency students.

Signed

Lyman B. Kirkpatrick
Executive Director

O/DCI/ [] lh (12 Dec 63)

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